

MINUTES
MONTANA LIBRARY ASSOCIATION BOARD RETREAT
JUNE 4-6, 2014
Montana Learning Center, Canyon Ferry, MT

WEDNESDAY, JUNE 4:

CALL TO ORDER, INTRODUCTIONS, ETC.

The meeting was called to order by President Sheila Bonnand at 4:30p.m. In attendance were Matt Beckstrom (outgoing PLD Chair/incoming Director-at-Large West), Sheila Bonnand (Vice President/incoming President), Beth Boyson (President/incoming Past President), Mary Braun (incoming PLD Chair), Susanne Caro(ASLD Chair), Carmen Clark (2015 Conference Steering Committee), Norma Glock (MPLA Representative), Mary Guthmiller (2015 Conference Steering Committee), Judy Hart (By-Laws Chair/Government Affairs Chair), Cheryl Hesper (outgoing Secretary/Treasurer), Lisa Mecklenberg-Jackson (incoming Secretary/Treasurer), Debbi Kramer (Executive Director/Conference Planner), and Sam Suber (incoming ACLD Chair). Introductions included position and background.

CONSENT AGENDA

- a) **Sheila Bonnand led clarification of roles in the By-Laws.** There are 8 voting directors, 4 of whom were present, which means no quorum until later in the retreat. Approval of minutes was tabled.
- b) **Agenda review:** It was noted that there would be a By-Laws discussion the next day, particularly regarding voting members of the Board.

ASSOCIATION REPORTS: Most reports were submitted in writing in advance. Comments and questions were welcomed at the meeting.

OFFICERS

President Sheila Bonnand: A committee has been in place to hire the Conference Planner. Sheila has also been working on a Keynote Speaker for convention, retreat planning, and the budget.

Past President Beth Boyson: Beth spoke regarding a book complaint at Livingston, to be decided by the School Board. A \$3,000 refund was received from the conference hotel, amounting to 25%. Beth suggested we consider sharing the refund with the vendors, as they helped with testimony. It could be an incentive for next year. Beth and Sheila attended National Legislative Day and noted good support for Montana broadband. Sheila did Intellectual Freedom 101 for the Selection Committee.

REPRESENTATIVES

MPLA Representative Norma Glock: Due to the resignation of newly elected representative Trista Smith, there was no incoming MPLA Representative. Sheila appointed Norma Glock to continue in the position.

COMMITTEES

Cates Committee Lisa Mecklenberg-Jackson: Lisa reported \$4,000 income between the event and the raffle. We had a good event, but low attendance at the Cates event and the Membership Dinner. The group discussed the situation, with suggestions including combining the Membership Dinner with the Awards Luncheon, which is less expensive. The Cates Event could be Friday night. It was also suggested that after the "Membership Lunch" members could break out into Division meetings instead of the Division breakfasts. Cates Scholarship applications are due July 1.

Government Affairs Committee Judy Hart: Work is done on the lobbyists' contract. The group discussed the importance of the website in keeping members informed during the Legislative Session and the necessity of having dates with any updates.

Awards Committee Debbi Kramer: The committee came in under time. She suggested reminders in Focus, with an emphasis on the fact that award nominations can be done any time.

MINUTES: A quorum having been established, Norma Glock moved to approve the April 12, 2014 minutes. Matt Beckstrom seconded, and the motion passed unanimously.

ADJOURNMENT: The meeting was adjourned at 6:00p.m.

After dinner the group participated in review of the Strategic Plan.

THURSDAY, JUNE 5

The meeting was reconvened at 9:00a.m. by Sheila Bonnard. Additional attendees were Niki Keuch (incoming SLD Chair) and Roberta Gebhardt (Director-at-Large West).

BUDGET

a) **2013-2014 final budget.** Debbi Kramer explained the final budget, noting \$58,000 in assets and showing a graph with \$111,985.54 income.

b) **2014-2015 budget.** It was decided to wait on an approval vote until later in the meeting. Debbi noted that the budget is a work in progress, but the bottom line must be kept. The group discussed the budget by line item. Money is available for Legislative Day but may not be enough; money is budgeted for Board meeting mileage as needed. There was discussion of pins for the membership and of the Internet group process. Further budget discussion was tabled until later in the retreat, pending corrections.

c) **Credit Card costs and refunds.** Costs are 4.2% for qualified use and 6.2% for nonqualified use plus fees. Intuit is less costly, but it still costs a lot to allow credit card use. Discussion included charging fees for credit card use, as many organizations do. PNLA uses MemberClicks, and Lewis & Clark Library uses PayPal. Debbi Kramer will look into MemberClicks and fees. The group also discussed refunds, considering a \$25.00 nonrefundable fee for refunds for members. It was agreed that vendors will be left as is. Norma Glock moved that a \$25.00 processing fee will be charged for refunds given by MLA to members. Sam Suber seconded, and the motion passed unanimously.

d) **Audit.** Debbi Kramer stated that an audit is needed of the QuikBook accounts. Sheila Bonnand suggested a full audit and will check with the Non-Profit Association as to procedures. Beth Boyson moved to have a full audit performed for MLA by June 30, 2015. Lisa Mecklenberg-Jackson seconded, and the motion passed unanimously.

MLA CONFERENCES AND EVENTS

CONFERENCES

a) **Conference Report.** The written report was discussed.

b) **Conference Planner.** Beth Boyson went over the selection process, starting with twenty applicants, interviews of finalists, and ranking of finalists. The committee decided to hire Debbi Kramer. Matt Beckstrom asked if there is any conflict with the same person being Conference Planner and Executive Director, and there is no problem.

c) **Conference sites.** An ad hoc committee was appointed to consider future sites, with Beth Boyson as Chair, Debbi Kramer, Niki Keuch, Kathy Mora, and someone from the Montana State Library. The group discussed modifying the site requirements to encourage venues in other cities. One idea was fewer workshops, requiring fewer break-out rooms.

d) **Conference 2015.** The program selection group will be smaller, consisting of Division representatives. The Conference Steering Committee will plan for the number of sessions.

OTHER EVENTS

a) **Allowable expenses.** Debbi Kramer noted that we need a policy for expenses allowed. \$600 was spent on alcohol for Offline and there were complaints. Getting a sponsor is an option. Cheryl Hesper moved to add a statement to "allowable expenses" in the Conference and Retreat Planning Manual that alcohol expenses are not allowed except through donations or no-host venues. Norma Glock seconded, and the motion passed unanimously.

b) **Travel grants.** We need to encourage continuing membership. It was suggested that we have separate grants, one for new members and one for continuing members. Beth Boyson moved to expand the criteria for travel grants to include continued membership, the language identical to that in the professional development grants: Grants are available to individuals who have maintained a minimum of three (3) consecutive years of MLA membership and who

have not received a travel grant from MLA within the last five (5) years. Norma Glock seconded, and the motion passed unanimously.

BY-LAWS AND PROCEDURES

a) **By-Laws, etc.** It was agreed that the By-Laws need review and the on-line manual of procedures needs to be kept up to date. Debbi Kramer oversees the committee procedures. Sheila Bonnand moved that in collaboration with the Executive Director, the Secretary-Treasurer shall initiate the review and update of the association By-Laws, Manual of Procedures, and Conference Planning Manual. Cheryl Hesper seconded, and the motion passed unanimously.

b) **Process for supplementary requests not in the budget.** This issue was referred to the ad hoc committee of Judy Hart, Lisa Mecklenberg-Jackson, and Sheila Bonnand.

c) **Policy on CE sponsorship.** Beth Boyson noted that we need to break even. Niki Keuch moved that all MLA sponsored events such as continuing education opportunities must be financially self-sufficient, subject to the discretion of the Board. Matt Beckstrom seconded, and the motion passed unanimously.

GOVERNMENT AFFAIRS

a) **Legislative agenda.** Judy Hart reviewed important points and clarified what has happened concerning districting, which will not be part of the State Library proposals. Concerning the Montana State Library budget, Jennie Stapp has clarified nine budget requests, including a literacy position. MLA will continue to advocate for State Aid at the new level. New bills include supporting teacher librarians and a statewide academic library ILS, and the committee will track other issues.

b) **Lobbyist contract.** A handout included the contract and a work plan. The interim money has been well spent, from January 1 – June 30, 2014. It costs \$15,495 to finish the last contract and assume the new contract. We have had excellent representation. Norma Glock moved to accept the Contract for Professional Services as presented by Judy Hart, Government Affairs Chair at a total of \$15,495 to complete the last contract to 12/31/2014 and to cover the new contract to 06/30/2015. Beth Boyson seconded, and the motion passed unanimously.

c) **Receptions.** For the Legislative reception, the READ posters of legislators will continue through Lewis & Clark Library, using the University of Montana printer. The dinner will continue. Fundraising will include corporate, friends' groups, and education groups. Jennie Stapp asked MLA to consider a library reception for MACO, giving a chance to engage with County Commissioners throughout the state. Jennie and Judy could talk to MACO about it. Sheila suggested that we consider this for another year, and Cheryl Hesper added that perhaps a non-legislative year would be better to start with, when we don't have Legislative Day.

MISCELLANEOUS TOPICS

a) **Recertification of Interest Groups.** This was tabled, and Beth Boyson will handle it. Cheryl Hesper noted that we need annual reports from the Interest Groups. It was suggested that we

consider Offline as a standing committee. Cheryl Heser moved that Offline become a standing committee rather than an Interest Group, and the current chair and members be approached for membership in the committee. Norma Glock seconded, and the motion passed unanimously.

b) MLA website. At this point, no one is responsible for a good website. Each chair is responsible for their part according to their job descriptions. Debbi Kramer will oversee updates. Current agendas like the retreat agenda should be on the website.

c) MPLA/PNLA Memberships. The Board discussed whether we can continue to support two regional organizations. At this point, MPLA is the problem because we can't find anyone to serve as representative. Norma Glock will continue for one year, and we will either have an election for a representative next year or someone will be appointed to complete the term to preserve the present rotation. We need to concentrate on lots of public relations and outreach and discuss the outreach efforts at conference and retreats, etc. Sheila Bonnard stated that if we are going to continue supporting both regional organizations, we need more memberships. This will be revisited next year.

d) ALA Emerging Leaders. The group discussed the value of this program. Beth Boyson moved that the line item in the budget for ALA Emerging Leaders be increased by \$500 for a total of \$1,500. Matt Beckstrom seconded, and the motion passed unanimously.

ADJOURNMENT. The meeting was adjourned at 5:00p.m. for break-out groups between outgoing and incoming officers and committee chairs, finance committee, etc.

FRIDAY, JUNE 6

Sheila Bonnard called the meeting to order at 9:00a.m.

BUDGET

The budget line items were adjusted, and the bottom line was now in the black. Della Dubbe moved to approve the budget as presented. Norma Glock seconded, and the motion passed unanimously.

The Board worked in break-out groups on the strategic plan and agreed that there would be templates for groups to use for the website to promote consistency.

ADJOURNMENT. The meeting adjourned at 11:30a.m.

Respectfully submitted,

Cheryl J. Heser
Secretary-Treasurer